



**Department of Human Services Head Start Program
Refunding Application
Program Year 2017-2018**

Project Summary

The Department of Human Services Head Start Program (DHS), submits the enclosed amended application for consideration of continued program operations and training and technical assistance funding for the period of February 1, 2017 through January 31, 2018. This application provides information on 2015-2016 Program Year operations and details 2016-2017 planned services and improvements. Per guidance received in the Letter of Understanding, dated August 11, 2016, DHS is in its fourth year of our five year project period and is submitting an abbreviated application. In total, federal funding in the amount of \$22,483,945 (Program Operations and Training and Technical Assistance) is requested for continued program operations.

Abbreviated Project Description

For the 2017-2018 Fiscal Year, DHS plans to continue contracting with four direct service providers to deliver high quality education and supportive services to enrolled children and families: Edgewood Independent School District (EISD), San Antonio Independent School District (SAISD), City of San Antonio Metropolitan Health District (Metro Health), and Bexar County Health District's University Health Systems (UHS).

Based on results of the program's ongoing monitoring, self-assessment, community assessment, 5-year strategic planning goals and program evaluation, improvements are being implemented this current school year (2016-2017) and planned for the 2017-2018 School Year. Planned changes and implemented system improvements include: ensuring better outcomes on School Readiness goals with a continued emphasis on the integration with the Parent, Family and Community Engagement (PFCE) and the School Readiness Plan; refining family and community assessment tools by utilizing instruments based on best practices; enhancing targeted professional development and training efforts across the program; increasing service provider responsibility of overall Head Start compliance and performance; refining the comprehensive data collection and analysis system for effective decision making; and enhancing collaboration with the school districts and other community agencies.

Through continuous quality and service delivery improvements, DHS will maximize community resources to ensure enrolled children and families have access to all comprehensive services. By supporting children and families in reaching their potential, the Head Start Program will create positive and lasting benefits to the community as a whole. Head Start program staff have reviewed and improved the documentation at all levels within the program. Training sessions have also been provided on environmental health and safety to ensure children's learning environments remain free of hazards.

Demographic Profile of Head Start Families

The most recently completed 2016 Community Assessment indicates many children in DHS service area are in families with limited resources and a limited ability to ensure the best for their children's development. In the service areas of EISD and SAISD, less than 33% of children are being served by the Head Start Program. The central and southern portions of San Antonio, located inside loop 410, have greater concentrations of poverty, and age and income eligible children than other areas. An estimated 1,511 age and income eligible children in the San Antonio and Edgewood ISDs are not served due to limited program capacity.

The 2016 Community Assessment reflected no major changes in child development programs and the number of children with disabilities eligible for the DHS Head Start program. An analysis of childcare demand and resources indicates that Head Start age-income eligible children may be adequately served, between the DHS's programs, public preschool, and childcare. An estimated 51% of children under five are eligible for Head Start enrollment in comparison to the lesser rates found in other San Antonio area Independent School Districts.

Social Service Needs of Head Start Children and Families and Community Resources

The 2016 Community Assessment also reflected no major changes in the social service needs of Head Start children and families in the City of San Antonio. The prevalence of child abuse and neglect is yet another factor that affects the quality of life for San Antonio residents. The number and rate of confirmed, unduplicated child abuse cases can serve as an indicator of the need for social services. The number of child abuse and neglect cases has increased in Bexar County over the past decade.

Site/campus Operations and Locations

The Head Start Program provides full day Head Start services five days a week, for 177 days, with site/campus hours of operation based on the school districts' schedules. The Program remains committed to identifying comprehensive, supportive and extended day services for families requiring additional assistance.

Full-day program services of six to eight hours at 24 sites/campuses will be provided to 3,020 children. The full day programming is funded with the two school districts, leveraging State of Texas Pre-kindergarten funds. All classrooms provide a full day of Head Start services, which adheres to Head Start Performance Standards, Head Start Early Learning Outcomes Framework and State of Texas Pre-kindergarten guidelines.

DHS serves the neediest children where 90% of funded enrolled children are at or under the 100% poverty guidelines.

Recruitment and Selection Process

In order to prioritize the neediest families, the program utilizes a selection criteria which is generated from the Community Assessment. Improvements continued during the ERSEA application process for the 2016-2017 Program Year.

The program utilizes a two-stage verification process which identifies children based on a selection criteria point ranking system. This process is used for all children including children with disabilities and Spanish language dominant children. The selection committee process ensures enrollment of the highest number of children with disabilities and that all children are placed in a linguistically and developmentally appropriate classroom.

DHS fully implements the ChildPlus data management system where all applications are recorded and ranked-ordered electronically according to the selection criteria point system. This process improves application processing time and efficiencies as well as superior customer service.

Program Approach

Goals and Objectives

DHS held the annual Strategic Planning session to outline goals and objectives for the Program Year 2016-2017 on September 9, 2016. Participants included representatives from Head Start service districts, community based agencies, DHS, Head Start parents and the Head Start Policy Council members. Participants reviewed results from the 2015-2016 Strategic Plan (5-year goals), 2014-2015 Annual Report, 2015 Community Assessment, Self-Assessment, Monitoring Reports, Parent Surveys, CLASS results, federal monitoring reports and the Approach to School Readiness – Early Childhood Education and Parent, Family and Community Engagement Framework.

Planned program improvements target specific areas for growth to increase the quality of service provided to children and families; enhance recruitment and retention of highly qualified staff; and improve service delivery systems to increase effectiveness.

The program is committed to continual improvement through the assessment of the five-year goals, program models, funding allocations, implementation procedures and staffing structures. This evaluation led to key program improvements implemented during the 2015-2016 Program Year.

Examples of 2015-2016 Program Improvements

- Trained all teaching staff on I Am Moving, I Am Learning – Be Choosy Be Healthy
- All FCS staff trained and received access to the San Antonio Immunization registry system and the Texas Department of Health Service ImmTrac Registries. Access to these registries allows staff to provide families immunization records free of charge and helps eliminate barriers to register for public schools.
- Collaborated with the San Antonio Food Bank to provide onsite food fairs.
- Distributed 140 free car seats to Head Start families and provided training on correctly installing and using car seats.
- Exceeded the 10% disability requirements as 12% of children enrolled in the program were identified with a disability.

Management

DHS is budgeted to receive \$22,483,947, out of which \$212,701 is for training and technical assistance. The total funding includes a personnel complement of 101 to manage all service content areas and provide direct family and community support and mental wellness services, as well as training and technical assistance.

Monitoring

DHS has in place a two-level monitoring system to ensure program compliance at the Grantee and district levels. DHS is responsible for completing service level monitoring of districts (direct monitoring), reviewing, and validating results of district monitoring activities (indirect monitoring). While tDHS is ultimately responsible for the overall program monitoring and compliance, this monitoring system allows for multiple levels of review, troubleshooting, increased benchmark expectations, and continuous program improvement.

During the 2015-2016 school year, the Grantee completed over 75 monitoring projects. The monitoring evaluation methods include on-site announced and unannounced visits, ChildPlus reports, questionnaires, and surveys. The increased direct monitoring projects conducted at the site level emphasized environmental health and safe environments. This additional monitoring addressed any areas in need of improvement and increased safety awareness.

Comprehensive Services

DHS and educational and support service districts offer comprehensive Head Start services at the two school district sites/campuses, which offer a strategic advantage in the achievement of school readiness goals and children's transition to Kindergarten. This program model also allows the Head Start program to engage parents at a different level and expose children and families to the public school system and structure at an earlier stage in the child's education.

Family Support and Mental Health Services

Central to realizing the school readiness of children is ensuring the effective involvement of the family. Family and Community Support services are provided to connect families to community resources when they are in crisis and to enhance their family's well-being. Leadership and engagement opportunities are also offered to families to assist parents and guardians in learning to be their child's advocate. The Family and Community Engagement framework is utilized to drive the work of direct services staff. Services and processes are continuously evaluated and improved to ensure the best services are provided to our families.

Family Support Workers and their supervisors receive targeted training on case management topics around building rapport with families, supporting families through crisis, and coaching families for success as well as documentation and follow-up for health and attendance requirements along with local social service resources.

Additionally, mental wellness services are offered as part of comprehensive Head Start services. The model for mental health services for the 2016-2017 school year involves DHS's and service districts' mental health coordinators working collaboratively with service provider behavior specialists. The behavior specialists will be the initial responders to disruptive behavior occurring in the classroom. These specialists will coach and guide teachers in better classroom management strategies and in responding effectively to various types of problematic behaviors. At times, behavior specialists will determine that additional intervention is needed to serve children with

disruptive behaviors. These cases may be referred to special education and/or mental wellness services.

The Head Start program partners with Center for Health Care Services (CHCS) in their most recent SAMHSA grant for Continuum of Care services for young children and their families.

Workshops are coordinated to inform families and staff on various mental health topics, such as attachment, anxiety, depression, and other issues. Educational flyers are distributed and posted at the sites/campuses. Consultations and staffing sessions will also be conducted with parents, teachers and other Head Start staff, when needed.

Early Childhood Education Services

The two school districts are contracted to provide education, disability, ERSEA services, and healthy and safe facilities. These contracted services to children, families and staff are to be Head Start Performance Standards compliant. SAISD will serve 2,243 children within their school district and is budgeted to receive \$12,053,245. EISD will serve 777 children within their school district and is budgeted to receive \$4,171,411.

Children's Medical Services

UHS is budgeted to receive \$20,000 to provide lead screenings to all children who do not have up-to-date screenings. Contractor will also perform physical examinations for children without health insurance who are referred by the Head Start staff. All resources such as Medicaid, CHIP, and the local Carelink will be utilized before utilizing Head Start funds.

Children's Oral Health Services

Metro Health is budgeted to receive \$111,740 to provide oral health screenings for all 3,020 Head Start children. Metro Health dentists will perform an oral examination for each child to meet Head Start Performance Standards. Metro Health will also work in collaboration with Family Support Workers to establish a dental home and ensure that all required follow-up services are completed for the children. Metro Health will use all available external sources of funding for children's oral health before utilizing Head Start funds.

School Readiness

DHS's Approach to School Readiness addresses the *Program Instruction* issued 11/08/11 (ACF-PI-HS-11-04) and the *Information Memorandum* (ACF-IM-HS-11-06) issued 09/26/2011 from the Office of Head Start, Administration for Children and Families, Department of Health and Human Services. Information in this narrative outlines the steps DHS has implemented in order to comply with the *Improving Head Start for School Readiness Act of 2007*.

DHS works to inform all stakeholders and the community of the Approach to School Readiness and progress of the children and families by presenting information to the Policy Council and Neighborhoods and Livability Committee, and providing information on DHS website and in the annual report.

- Establish School Readiness Goals

DHS defines school readiness as children who are ready for Kindergarten, families are ready to

support their children's learning, and schools are ready to receive them. This is achieved through an ongoing holistic approach that integrates all aspects of a child and family's well-being, educational, social, and emotional strengths and needs. Recognizing the importance of all Head Start service areas in promoting school readiness, DHS values the unique role parents and families play in this process. Parent engagement, education opportunities, ongoing training and technical assistance, community collaboration and high quality early childhood education are central to the school readiness approach.

DHS uses multiple sources of information when establishing and updating the specific school readiness goals. In addition to district plans and priorities, the Districts utilize the Head Start Annual Self-Assessment and Community Assessment reports, Strategic Planning goals, CLASS Data, parent surveys, family needs assessments, on-going monitoring reports and child assessment outcome information to define and develop programmatic goals. School readiness is an ongoing process that evaluates needs, documents activities and supports assessment progress with the children attending the program and their families.

Parents are an integral part of the process providing teachers with valuable information pertaining to their children's development and behavior. Information is shared through Ages & Stages Questionnaires (ASQ-3; ASQ-S/E), home visits, parent conferences and day-to-day interactions. School Readiness information is presented in various ways, including Head Start Parent Orientation, Policy Council meetings, Parent Connection Committees, conferences, trainings and handouts to ensure all families are informed of the focus on school readiness. DHS and Districts are committed to providing engagement opportunities for parents to help prepare their child to enter Kindergarten ready to learn and offer activities and events to support parents' well being and continual learning.

Both EISD and SAISD utilize curricula and assessment tools that are researched-based and align with the Head Start Early Learning Outcomes Framework and Texas Prekindergarten Guidelines. The following curricula are used at EISD and SAISD: Scholastic Big Day for Pre-K, Frog Street Press, I am Moving, I am Learning, and Cavity Free Kids. LAP-3 is the assessment tool used across the program. High Scope Child Observation Record (COR) is the assessment used with children with an identified disability enrolled in the Preschool Program for Children with Disabilities (PPCD).

DHS sets the approach to school readiness by guiding conversations with the Districts and community partners. The *Approach* emphasizes the importance of the most current research and best practices, and continual improvement across all aspects of Head Start and all early education systems.

- Plan of Action

DHS works with the districts to establish the school readiness goals for each of the five essential domains. Both districts submit an annual program School Readiness Plan of Action according to the timeline and requirements provided by DHS. Goals are identified within the five essential domains as outlined in the *Program Instruction* issued 11/08/11 (ACF-PI-HS-11-04): language and literacy, cognition and general development, social and emotional development, approaches to learning and physical well-being and motor development. Goals are linked to specific outcomes defined by the Parent, Family & Community Engagement Framework (PFCE) in *Information Memorandum* (ACF-IM-HS-11-06).

The Plan of Action includes PFCE Outcomes, program impact areas and alignment to the Head

Start Early Learning Outcomes Framework, Texas Pre-kindergarten Guidelines and the district curriculum. Each district maintains a School Readiness Leadership Team that includes, at a minimum, teachers, site/campus administrators, parents, and Education and Family Support staff. The School Readiness Leadership Teams meet no less than twice per year to review, revise and discuss outcomes as applicable to the defined school readiness goals.

- Assess children's progress

Formal child assessment data is collected, aggregated, and analyzed three times per year: beginning of the year (BOY), middle of the year (MOY), and end of the year (EOY). Formal assessment data is analyzed at the child, classroom, provider, and program level and used to adjust instruction, design professional development opportunities, share with parents, and/or make improvements and moving the children's progress forward. BOY assessment data provides the baseline of each child's strengths and needs and provides education staff with areas for additional support. MOY assessment data is compared with BOY data to determine gains and identify areas for continued support. EOY assessment data is used to identify student growth and program improvements. At the end of the program year, an analysis and comparison of BOY, MOY, and EOY is completed to identify patterns and trends that indicate student achievement, impact of service delivery, and school readiness goals for the upcoming program year.

- Using Data for Program Improvement

DHS utilizes multiple data sources to inform, revise, and update the Approach to School Readiness, including the annual Self-assessment, Community Assessment, Parent Surveys, formal and informal child assessments, CLASS scores, monitoring reports and site visits. The Districts work with their School Readiness Leadership Teams for continual improvement to review, revise and submit updates to DHS.

The Classroom Assessment Scoring System (CLASS) is a research and reliability-based tool and is used within many early childhood programs across the nation to assess the quality of teacher/child interactions. Reliability trainings are offered by qualified staff on the use and implementation of the CLASS tool.

DHS has implemented a CLASS system and includes an observation period conducted during the program year. Data is analyzed to determine professional development and program improvement planning. Research has shown a relationship between high CLASS scores and positive child outcomes. Each Provider is required to include information specifically related to CLASS in the School Readiness Plan of Action.

DHS works with the districts to coordinate opportunities for parents to learn more about the CLASS tool, measures and strategies that can be used in the home to support ongoing positive adult/child interactions.

Conclusion

DHS has strong and effective management systems in place for the delivery of the highest quality comprehensive services and it is committed to strengthen and improve these systems moving forward. In the area of ERSEA, the Program has an enhanced process to ensure we serve the neediest families, including children with disabilities. The Program also has a systematic, ongoing process for monitoring program planning and the development of a written 5- year strategic plan for the implementation of high quality services in which members of the Head Start Policy Council, Governing Body, DHS and Service Districts staff, and other key stakeholders in the community participate.

Additionally, the Program has effective financial and human resources systems in place with knowledgeable and experienced staff at the grantee and service provider levels. DHS's two-tier monitoring system and comprehensive annual self-assessment process ensures the delivery of high quality services to children and families. The Program will continue using key metrics and outcomes to demonstrate achievements in preparing children to succeed in school and is committed to refining its data-driven decision making process in the 2017-2018 program year.

The 2017-2018 Refunding Application has been reviewed and approved by the City of San Antonio City Council, the Neighborhoods and Livability Committee and the Head Start Policy Council. The funds awarded will provide continuous services for 3,020 children during the 2017-2018 school year and will allow for operational costs.



**Department of Human Services Head Start Program
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Program Year 2017-2018**

Training and Technical Assistance Plan

The Department of Human Services Head Start Program (DHS), contracts with four direct service providers and collectively employs over 600 professionals to provide high quality program services to children and families. DHS and each direct service provider participates in the development of annual training plans to ensure staff have the tools necessary to deliver high quality services. This system also ensures staff and families have access to ongoing training opportunities.

DHS, as the program grantee, retains primary responsibility for providing ongoing training and technical assistance. Each service provider also sets aside program operation funding to supplement training funds. DHS coordinates with the service providers to organize trainings and professional development to ensure training needs are met.

The 2017 – 2018 Training and Technical Assistance Plan (T&TA) reflects activities provided during the 2016 – 2017 school year and planned training and development for the 2017 – 2018 school year. Through this grant application, DHS is applying for training and technical assistance funding for the period of February 1, 2017 –January 31, 2018.

Section 1: Training Plans

On an annual basis, DHS and each Head Start service provider engages in a process to identify, prioritize, and develop a plan for the provision of needed training. Training plans are developed utilizing both staff and program-wide identified needs.

Overall training needs are then evaluated and prioritized while ensuring that at a minimum training plans meet or exceed the requirements of the Head Start Performance Standards, Head Start Act, State of Texas Prekindergarten Guidelines, and other regulations. Additional professional development opportunities are provided to include training that is both applicable and beneficial to staff throughout the program.

Table 1 presents the data collection methods utilized to identify program-wide training needs. Information from the prior program year, as well as the current program year, is used for planning purposes.

Table 1: Training Needs Assessment

Needs	Tools Used to Identify Needs
Staff Needs	<ul style="list-style-type: none"> • Staff Surveys • Teacher Surveys • Pre-Service Evaluation Forms • Annual Performance Reviews and Professional Development Plans
Program-wide Needs	<ul style="list-style-type: none"> • Program Strategic Plan (5-Year Plan) • Head Start Self-Assessment • Approach to School Readiness Achievements • Child Outcome Data • Program CLASS Observation Data • Parent Surveys • CONNECT Program Feedback • Monitoring and Federal Review Reports • Family Support Worker Credentialing Class Feedback

Section 2: Trainings during the program year

A. Orientation and Pre-Service Training

DHS and each service provider ensures that all new Head Start program staff receive orientation at the start of their employment. This orientation includes training on the goals and philosophy of Head Start, the mission and vision of DHS, Approach to School Readiness and School Readiness Plan of Action, and service area implementation plans.

In addition to new staff orientation, each program year DHS collaborates with Education Service Providers, Edgewood Independent School District (EISD) and San Antonio Independent School District (SAISD) to organize annual pre-service training mandatory for all Head Start program staff. The pre-service training event for the 2016-2017 program year was held from August 10 – August 18. Topics and speakers for the event were scheduled based on analysis of staff and program-wide training needs assessment results (Table 2: Pre-Service Training Topics).

Table 2: 2015-2016 Education Service Provider In-Service Trainings

Audience	Training Topics
New Principals and Center Directors	<ul style="list-style-type: none"> • Head Start 101 • An Introduction to Ready Rosie • Cavity Free Kids
New Teacher Training	<ul style="list-style-type: none"> • Health & Safety • Family Style Meals • Child Development & Best Practices in the Early Childhood Classroom • Conscious Discipline • Texas Pre-kindergarten Guidelines • Classroom Management • Cavity Free Kids
All Staff Training	<ul style="list-style-type: none"> • Safety in the Classroom • ASQ Training • LAP-3 • Ready Rosie • Mental Health Model & Services • Family Style Meals • Communication & Collaboration – Teambuilding for Teachers & Family Support Workers • Blood Borne Pathogens • Child Abuse & Neglect Identification and Reporting • CPR & First Aid Training • Approach to School Readiness • Head Start Early Learning Outcomes Framework • Toileting & Diapering • CLASS • Texas Prekindergarten Guidelines

Planning for the 2017 – 2018 Program Pre-Service will begin in December 2016. DHS will convene a Pre-Service planning committee to plan the event. The methods used to identify training needs identified in *Table 1* will be used in planning session topics and presentations. 2017-2018 Pre-Service is budgeted in by Program Operations not T&TA funds.

B. Additional Training Opportunities

In addition to orientation and pre-service training events, Head Start employees and parents have opportunities throughout the program year to attend training events and conferences. Opportunities include local, regional, and national trainings, workshops, and conferences. Planned training through webinars, contracted consultants and conference events are detailed on Table 4. Additional training opportunities for 2017 – 2018 may be included based on identified program and individual needs.

Table 4: 2017 – 2018 Planned Trainings and Conference Opportunities**Local Trainings & Conferences**

Date	Conference/Meeting	Attendees
February, 2017	Texans Care for Children	Program Staff
February, 2017	Child Safe Symposium	Program Staff and Policy Council Members
February, 2017	SAAEYC	Education Staff
February, 2017	TAPPESTRY	Program Staff, Policy Council Members, and Parents
March, 2017	Social Work Conference	Family & Community Support Staff
March, 2017	Diversity Conference	Program Staff and Policy Council Members
April, 2017	IDRA	Program Staff, Policy Council Members, and Parents
May, 2017	Texas Hunger Initiative	Program Staff and Policy Council Members
May, 2017	CAM Messina Child Advocacy Training	Program Staff and Policy Council Members
June, 2017	CLARITYCON	Family & Community Support Staff and Mental Health Staff
September, 2017	Congress on Children	Program Staff and Policy Council Members
January, 2018	Family Engagement Symposium	Program Staff, Policy Council Members, and Parents

National Trainings & Conferences

Date	Location	Conference/Meeting	Attendees
Various Dates	Dallas, TX	Region VI Meeting	Program Staff
April 5-10, 2017	Chicago, IL	NHSA Annual Head Start Conference	Program Staff
June, 2017	TBD	Shine Assist Leadership Academy	Leadership Team
June, 2017	TBD	South by Southwest Summer Conference	Program Staff
Fall, 2017	TBD	Region VI Head Start Conference	Program Staff
Fall, 2017	TBD	WIPFLI Financial Management Conference	Program Staff and Fiscal Staff
Winter, 2017	TBD	NHSA Parent Conference and Family Engagement Institute	Program Staff and Policy Council Members

DHS and Service providers provide additional training opportunities throughout the program year using a variety of training methods, including: online modules, webinars, scheduled trainings, on demand/on-site training, and mini-conferences.

Training delivery methods are designed to be flexible and training topics vary in order to meet requirements and program-wide training needs. Ongoing training opportunities for 2017 – 2018 are detailed on Table 5. Additional trainings are available as the need is identified.

Table 5: 2017– 2018 Ongoing Training Opportunities:

Online Training Modules	
<ul style="list-style-type: none"> • A Clean Defense (Hand washing) • Blood Borne Pathogens • Child Abuse • Family Style Meals • Fire Safety for Schools: Sound the Alarm 	<ul style="list-style-type: none"> • Playground Safety • Transporting Preschoolers • Tooth brushing • Terrific Transitions • Students with Chronic Illnesses
Scheduled Trainings	
<ul style="list-style-type: none"> • CLASS Reliability Training* • CLASS Concepts Training • CLASS Refresher & Inter-rater Reliability Training* • Introduction to CLASS • Playground Safety • CDA Credentialing Class • McKinney-Vento Training • Child Abuse: Neglect & Prevention* • Positive Behavior Principals • Visual Technologies to Promote Learning • SAIRS/ImmTrac Training • Understanding OTC Medications , BP, Lead & Hemoglobin, Asthma/Allergy concerns • Micronaut Program- STEAM for the Early Childhood Classroom* • Teachers Learning & Collaborating • Cavity Free Kids • I am Moving I am Learning 	<ul style="list-style-type: none"> • Nutrition & Early Childhood Education • Car Seat Safety • Creating Safe Environments • Texas Health Steps • Seven Habits of Highly Effective People* • Effectively Using Child Outcome Data • Governance in Head Start • Ready Rosie and Parent Engagement • Family & Community Support Credentialing Class • Supporting Varying Abilities for Academic Progress • Compassion Fatigue • Poverty Training • Case Management Training • CPR/First Aid Training* • Creating an Effective Learning Centers • ChildPlus
Conferences/Events	
<ul style="list-style-type: none"> • Early Childhood Early Learning Summit* • Head Start Staff Retreat* 	<ul style="list-style-type: none"> • Head Start Parent Conference* • Head Start Speaker Series
Consultants	
<ul style="list-style-type: none"> • Nutrition Therapy Associates 	<ul style="list-style-type: none"> • SHINE Early Learning

*Trainings budgeted by Program Operations not T&TA funds.

The program has professional networks and services to assist staff in continuing education goals, including: completion of additional coursework, obtaining a degree, or becoming credentialed. These professional services are designed to assist staff in meeting the requirements of the Head Start Act, the Head Start Performance Standards, DHS policies and furthering staff's education.

DHS has continued the Texas A&M Summer Institute Program for teachers. Initiated in 2012, the continuing education program provides funding for up to ten Head Start teachers to complete 18 hours of graduate level coursework in Early Childhood Education over a two year period. The program will continue with the third cohort beginning in Summer 2017.

Additionally, DHS also provides ongoing support for Head Start staff, community members, and parents to obtain and renew their Child Development Associate Credential.

C. Parent Leadership Programs and Training

In an effort to support Head Start parents and empower them to serve as not only leaders in their families but also in the community, the program has implemented several parent training initiatives. These initiatives run throughout the program year.

In addition, during the 2014– 2015 school year, the program implemented ReadyRosie, a mobile tool that is focused on equipping families and caregivers of 0-6 year olds with videos that are pushed to their smart phone or computer. The 1-2 minute videos model research- and standard-based strategies for families to use when working and playing with their children to increase language, literacy, and math skills. The digital tool is a one-year subscription provided to all Head Start parents and staff. Subscribers receive “Daily Dings” through email or text message alert that provides access to videos of real families engaging in learning activities within the context of their own homes, grocery stores, restaurants, and cars. This project will continue for the 2017-2018 T&TA planning year.

In collaboration with education service providers, DHS hosted the annual Head Start Parent Conference on February 17, 2016 at the DoSeum. Parents were able to explore the museum and interact with staff through learning stations aligned to the Head Start Child Development and Early Learning Framework. A total of 128 parents attended, an increase of 4% from the previous year's parent conference. The next parent conference is scheduled for March 2017. The results from the 2016 Parent Conference evaluations, parent surveys, and the 5-year Strategic Plan will guide conference planning. Committee members include Grantee staff, Provider staff, Policy Council members and parents.

D. Policy Council and Governing Body Training

In accordance with Head Start requirements, all incoming Policy Council and Governing Body members receive a Head Start orientation. In addition to orientation, DHS also provides ongoing training throughout the program year to both the Policy Council and Governing Body at their regularly scheduled monthly meetings. Annual training topics provided to these bodies are outlined below in Table 6.

In addition to regularly scheduled and planned trainings, Policy Council members are also encouraged to attend local, regional, and national conferences, including the National Head Start Association Parent Conference.

Table 6: Head Start Policy Council and Governing Body Training

Training Focus	Timeframe	Participants
Refunding Application	September 2016 and September 2017	Policy Council and the Economic and Human Development Committee
Effective meetings , Council/ Committee structure, and parliamentary procedures	October 2016 and 2017	Policy Council and Parent Connections Committee Officers
Governance requirements, parliamentary procedures, roles of officers and members	November 2016	Policy Council and Economic and Human Development Committee
Head Start Content Areas	Presented throughout Program Year	Policy Council
Community Assessment	Fall 2016	Policy Council and Economic and Human Development Committee
Budget Planning and Development	Spring 2017	Policy Council and Economic and Human Development Committee
Strategic Planning and Self - Assessment	Spring 2017	Policy Council and Economic and Human Development Committee

E. Effectiveness of Training and Technical Assistance

Throughout the course of the program year, staff regularly evaluates the effectiveness of training and technical assistance provided and determines if additional follow-up or training is needed. The tools used to identify training needs, specifically professional development plans, annual performance reviews, and results of ongoing monitoring, are also used to determine the effectiveness of training and technical assistance provided to program staff. Additionally, the program uses the Self-Assessment and program monitoring results to evaluate the effectiveness of program wide training and technical assistance.

DHS is seeking a total of \$212,701 T&TA budget for the continuation of services.



Department of Human Services Head Start Program

Refunding Application Program Year 2017-2018

Budget Narrative

1. Summary

The Department of Human Services Head Start Program (DHS), as the grantee for the San Antonio Head Start program submits the enclosed budget for the 2017-2018 refunding application for the period of February 1, 2017 through January 31, 2018 in the total amount of \$28,104,932. The total amount consists of \$22,483,945 for program operations and \$212,701 training and technical assistance and DHS's contribution of non-federal resources (20%) for \$5,620,987.

DHS provides general program oversight, oversees governance, determines program design, sets policies, and provides technical assistance to contracted service providers that carry out direct program services in the areas of Early Childhood Education; Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA); Health; Nutrition; Disabilities; Transportation and Safe Environments. Additionally, the City provides direct services in the areas of Family and Community Support, Mental Health and Training and Technical Assistance. DHS's goal is to ensure program integrity, sound management principles as well as fiscal responsibility.

2. Head Start Budget Justification – Federal Share

PERSONNEL **\$3,908,181**

The proposed staffing model represents the number of positions required to effectively and efficiently administer and monitor the program. Funding amounts represents costs reflected on the operations and training and technical assistance budgets.

Category Description Job Title	# of Positions	Total Annual Salary	% Allocated HS	PROGRAM OPS Federal
Head Start Program Admin.	1	\$119,338	95%	\$113,371
Special Projects Manager	2	\$148,679	100%	\$148,679
Special Projects Manager	1	\$71,287	95%	\$67,722
Senior Management Analyst	3	\$182,339	100%	182,339

Senior Management Analyst	3	\$166,029	95%	\$157,728
Management Analyst	10	\$483,930	100%	\$483,930
Management Analyst	3	\$154,725	95%	\$146,989
Management Analyst	1	\$46,920	67%	\$31,436
Family Support Supervisor	5	\$247,931	100%	\$247,931
Family support coordinator	1	\$57,372	100%	\$57,372
Family support worker	3	\$104,774	75%	\$78,581
Family support worker	53	\$1,906,683	100%	\$1,906,683
Fiscal Manager	1	\$64,719	80%	\$51,776
Fiscal Analyst	1	\$51,133	95%	\$48,577
Administrative Assistant II	1	\$37,049	95%	\$35,196
Administrative Assistant I	2	\$62,833	95%	\$59,691
Accountant	1	\$38,000	95%	\$36,100
Case Aide	2	\$54,080	100%	\$54,080
TOTAL	94			\$3,908,181

FRINGE BENEFITS **\$1,526,925**

Social Security (FICA) \$298,977

Health/Dental/Life Insurance \$753,266

Health insurance is paid for full time employees working at least 40 hours per week. Employees may elect to pay for dental insurance, supplemental life insurance, and other additional insurance coverage.

Retirement \$425,602

Employees participate in a retirement program after meeting employment criteria. DHS will match 10.47%-10.76% of the employee's salary.

Other Fringe Benefits \$49,080

DHS provides employees incentives for language skills, unused personal leave, transportation, and cell phone reimbursements.

TRAVEL **\$15,000**

Date	Location	Conference/Meeting	Attendees	Total Lodging, Airfare, & Per Diem
Various Dates	Dallas, TX	Region VI Meeting	3	\$2,250
April 5-10, 2017	Chicago, IL	NHSA Annual Head Start Conference	1	\$1,500
June 2017	TBD	Shine Assist Leadership Academy	2	\$3,000
June 2017	TBD	South by Southwest Summer Conference	2	\$1,000
Fall 2017	TBD	Region VI Head Start Conference	1	\$2,000
Fall 2017	TBD	WIPFLI Financial Management Conference	2	\$1,000
Winter 2017	TBD	NHSA Parent Conference and Family Engagement Institute	3	\$4,250
			TOTAL	\$15,000

SUPPLIES **\$66,653**

Description	Amount
General office supplies:	\$32,605
Copier Paper, pens, pencils, file folders, and other consumable office supplies	
Other Supplies: ChildPlus Software	\$32,048
Machine & Equipment	\$2,000
TOTAL	\$66,653

CONTRACTUAL **\$ 16,526,059**Fees to Professional Contractors \$36,000

Contractors/ Services	Amount
Mighty Group, website support, maintenance and other special projects	\$15,000
Community Assessment	\$13,000
Translation Services	\$8,000
TOTAL	\$36,000

Contractual Services

\$133,663

Contractors	Amount
Un-insured Children - Mental Health/Health/Dental services– DHS will provide payment for health services for uninsured children on a fee for services basis, as needed. Head Start funding will be used as a last resort to fund services for children who do not have Medicaid, CHIP, or any other funding source.	\$10,000
Family Service Association	\$3,000
Staff Retreat	\$6,000
Parent Conference	\$15,000
Pre-Service	\$10,000
Early Learning Summit	\$12,000
Micronaut Program – Science, Technology, Engineering, Arts, and Math (San Antonio College)	\$15,000
7 Habits of Highly Effective People training (Franklin Covey)	\$3,000
Related Health Services (Lead Testing Services)	\$26,900
CPR Certification	\$600
CLASS Certification	\$3,000
CLASS Recertification	\$2,500
Child Abuse and Neglect Prevention Identification Report Training	\$1,000
Temporary Services, Case Aide for Family and Community Support program	\$25,663
TOTAL	\$133,663

Contractual Services- Service Providers

\$16,356,396

DHS's budget for contractual costs includes funding allocations for the following services: education, disabilities, nutrition, health and dental services to the 3,020 children enrolled in Head Start Program. Service partners are contractually obligated to provide non-federal share in proportion to their allocations. DHS will disburse allocations to the service partners accordingly:

Service Partners	Number of Children	Amount
Edgewood Independent School District	777	\$4,171,411
San Antonio Independent School District	2243	\$12,053,245
San Antonio Metro Health	3020	\$111,740
University Health Systems	3020	\$20,000
TOTAL		\$16,356,396

OTHER _____ **\$228,426**

Program Operations	Amount
Gas and Electricity	\$28,834
Water and Sewer	\$6,505
Building Maintenance & Alarm & Security	\$93,858
Transportation Fees	\$12,000
Publications/Advertising/Printing (Binding & Printing \$20,000; Advertising and Publication \$5,000; Subscriptions to Publications \$2,000)	\$27,000
Direct Assistance, Parent Policy Council Mileage Reimbursement, Child Care Reimbursement	\$2,500
Automobile Repair & Parts & Fuel	\$1,900
Food Costs-PC Meetings	\$20,000
Cell Phone Services & Wireless Data	\$19,400
Rental of Office Equipment	\$15,929
Postage- Postage	\$200
Linen & Laundry	\$100
Domain Names	\$200
TOTAL	\$228,426

TOTAL COST FOR FEDERAL SHARE _____ **\$22,271,244**

3. Training and Technical Assistance

CONTRACTUAL _____ **\$135,650**

Fees to Professional Contractors and other Contractual Services

Consultant/ Service	Amount
SHINE, provide T&TA support in areas of PDM, Family and Community Support, and Education	\$72,200
Nutrition Therapy Association	\$25,000
Child Plus T&TA	\$7,200
Ready Rosie	\$23,250
Family and Community Support Case Management Training	\$3,000
Any Baby Can, address Individual needs of children training	\$2,000
Policy Council Training	\$3,000
TOTAL	\$135,650

OTHER **\$77,051**

Education Classes: High quality training is necessary for the professional and personnel development of staff. DHS is committed to increasing the level of expertise for all staff to better serve the children and families served by our program. The budget consists of estimated costs based on historical costs.

Conference	Total
National Conferences registration fees	\$4,000
Child Development Associate Credential	\$14,550
Car Seat Annual Certification	\$500
Family and Community Support Credentialing Class	\$2,500
*Texas A&M University Summer Institute	\$33,500
Local Conferences registration fees	\$13,001
Teacher Learning Collaborative Practice Based Coaching Program	\$2,000
Additional Training, Fees for Trainers, Webinars, and Conferences for Head Start Staff and teachers	\$7,000
TOTAL	\$77,051

*Contract

TOTAL COST FOR T&TA **\$212,701****4. Head Start Budget Justification- Non- Federal Share****PERSONNEL** **\$52,204**

Category Description Job Title	# of Positions	Total Annual Salary	% Allocated to HS	Non-Federal
Human Services Director	1	\$144,854	5%	\$7,243
Asst. Human Services Director	1	\$106,873	10%	\$10,687
Contract Administrator	1	\$96,076	5%	\$4,804
Dept. Fiscal Administrator	1	\$91,754	10%	\$9,175
Executive Assistant	1	\$77,297	5%	\$3,865
Department Accounting Supervisor	1	\$60,691	5%	\$3,035
Public Relations Manger	1	\$57,472	5%	\$2,874
Senior Management Analyst	1	\$56,710	5%	\$2,835
Senior Accountant	1	\$43,105	5%	\$2,155
Administrative Assistant II	1	\$41,711	5%	\$2,086
Time and Attendance Specialist	1	\$35,326	5%	\$1,766
Executive Secretary	1	\$33,576	5%	\$1,679
TOTAL	12			\$52,204

FRINGE BENEFITS **\$15,428**Social Security (FICA) \$3,994Health/Dental/Life Insurance \$5,749

Health insurance is paid for full time employees working at least 40 hours per week. Employees may elect to pay for dental insurance, supplemental life insurance, and other additional insurance coverage.

Retirement \$5,685

Employees participate in a retirement program after meeting employment criteria. DHS will match 10.47%-10.76% of the employee's salary.

CONTRACTUAL **\$5,422,232**

Service Providers	Amount
Edgewood Independent School District	\$1,385,741
San Antonio Independent School District	\$4,003,556
San Antonio Metropolitan Health	\$27,935
University Health Systems	\$5,000
TOTAL	\$5,422,232

OTHER **\$131,123**

In-Kind Policy Council/ Volunteers \$60,668

Job Title	Salary/Wage per Hour	# of Events	Non-Federal Portion
In-Kind Policy Council	\$85.81	12	\$41,189
In-Kind Volunteer	\$85.81	7	\$19,479
TOTAL			\$60,668

In-Kind Consultants/ Contractors \$52,410

The Program receives in-kind services from the professionals who serve on the Head Start Health Services Advisory Committee and the Education Services Advisory Committee. In addition, DHS is receiving the research and analysis services from the University of Texas at San Antonio which is conducting research as to the efficacy of a parent engagement project and also includes Texas A&M San Antonio University for the Parent Survey.

In-Kind Facilities (BES) Building Maintenance & Repair- \$18,045

Fair market value of rent for use of facilities/building services provided by other City departments (example - Phil Hardberger Park, Little Carver Center) to be used for the Head Start Program for trainings, retreats, etc., includes costs for minor maintenance and repair services performed by other City departments at 1227 Brady.

TOTAL COST FOR NON-FEDERAL SHARE **\$5,620,987**

Note: Minor discrepancies due to rounding.

Department of Human Services Head Start Program						
February 1, 2017 to January 31, 2018						
Category Description Job Title	Program Operations	T&TA	Non Federal	Total Budget	Admin%	Admin \$
HEAD START PROGRAM ADMINISTRATOR	113,371			113,371	100%	113,371
SPECIAL PROJECTS MANAGER	148,679			148,679	100%	148,679
SPECIAL PROJECTS MANAGER	67,722			67,722	100%	67,722
SENIOR MANAGEMENT ANALYST	157,728			157,728	100%	157,728
SENIOR MANAGEMENT ANALYST	182,339			182,339	0%	0
MANAGEMENT ANALYST	146,989			146,989	100%	146,989
MANAGEMENT ANALYST	31,436			31,436	0%	0
MANAGEMENT ANALYST	483,930			483,930	0%	0
FAMILY SUPPORT COORDINATOR	57,372			57,372	0%	0
FAMILY SUPPORT SUPERVISOR	247,931			247,931	0%	0
FAMILY SUPPORT WORKER	78,581			78,581	0%	0
FAMILY SUPPORT WORKER	1,906,683			1,906,683	0%	0
CASE AIDE	54,080			54,080	0%	0
ADMINISTRATIVE ASSISTANT I	59,691			59,691	100%	59,691
ADMINISTRATIVE ASSISTANT II	35,196			35,196	100%	35,196
FISCAL MANAGER	51,776			51,776	100%	51,776
FISCAL ANALYST	48,577			48,577	100%	48,577
ACCOUNTANT	36,100			36,100	100%	36,100
HUMAN SERVICES DIRECTOR			7,243	7,243	100%	7,243
ASSISTANT HUMAN SERVICES DIRECTOR			10,687	10,687	100%	10,687
CONTRACT ADMINISTRATOR			4,804	4,804	100%	4,804
EXECUTIVE ASSISTANT			3,865	3,865	100%	3,865
SENIOR MANAGEMENT ANALYST			2,835	2,835	100%	2,835
PUBLIC RELATIONS MANAGER			2,874	2,874	100%	2,874
ADMINISTRATIVE ASSISTANT II			2,086	2,086	100%	2,086
EXECUTIVE SECRETARY			1,679	1,679	100%	1,679
DEPARTMENT FISCAL ADMINISTRATOR			9,175	9,175	100%	9,175
DEPARTMENT ACCOUNTING SUPERVISOR			3,035	3,035	100%	3,035
SENIOR ACCOUNTANT			2,155	2,155	100%	2,155
TIME AND ATTENDANCE SPECIALIST			1,766	1,766	100%	1,766
FICA & Medicare Expense	298,977		3,994	302,971	23%	69,623
Life Insurance	3,908		52	3,960	23%	910
Health Insurance	749,358		5,697	755,055	23%	173,512
Retirement Exp	425,602		5,685	431,287	23%	99,110
Language Skill Pay	15,600			15,600	15%	2,399
Personal Leave Buy Back	30,000			30,000	22%	6,600
Transportation Allowance	1,080			1,080	100%	1,080
Cell Phone Reimbursement	2,400			2,400	100%	2,400
Official Travel (out of town)	15,000			15,000	25%	3,750
Equipment >\$5,000 per unit cost,	0			0		0
Equipment >\$5,000 per unit cost, enter specific da	0			0		0
Office Supplies	32,605			32,605	25%	8,151
Computer Software	32,048			32,048	0%	0
Other Commodities	0			0	0%	0
Cap <5000 - Computer Equipment	0			0	0%	0
Cap <5000 - Mach & Equip Other	2,000			2,000	0%	0

Category Description	Program Operations	T&TA	Non Federal	Total Budget	Admin%	Admin \$
Cap <5000 - Furniture & Fix	0			0	0%	0
Fees to Prof. Contractors	36,000	135,650		171,650	0%	0
Contractual Services - COSA	108,000			108,000	0%	0
Temporary Services-COSA	25,663			25,663	0%	0
Contractual Services - EISD-777	4,171,411		1,385,741	5,557,152	12%	666,858
Contractual Services - SAISD-2243	12,053,245		4,003,556	16,056,801	12%	1,926,816
Contractual Services - SA Metro Health	111,740		27,935	139,675	12%	16,761
Contractual Services - University Health System	20,000		5,000	25,000	12%	3,000
Gas and Electricity	28,834			28,834	16%	4,613
Water and Sewer	6,505			6,505	16%	1,041
Maintenance -Buildings	48,779			48,779	16%	7,805
Transportation Fees	12,000			12,000	16%	1,920
DW Other	2,500			2,500	0%	0
Rental of Office Equipment	15,929			15,929	16%	2,549
Adv and Publications	5,000			5,000	0%	0
Binding & Printing	20,000			20,000	0%	0
Subs to Publications	2,000			2,000		0
Education - Classes	0	77,051		77,051	25%	19,263
Linen&Laundry	100			100	0%	0
Maint & Rep-Comrcl	100			100	0%	0
Maint & Rep - Automotive	1,000			1,000	0%	0
Motor Fuel and Lubricants	300			300	0%	0
M&R Parts Automotive	500			500	0%	0
Alarm and Security Services	45,079			45,079	16%	7,213
Food	20,000			20,000	0%	0
Cellular Phone Service	13,000			13,000	0%	0
Wireless Data Communications	6,400			6,400	0%	0
Domain Names	200			200	0%	0
Software Licensing	0			0	0%	0
Mail and Parcel Post	200			200	0%	0
In-Kind Policy Council (PC Rate=85.81)			41,189	41,189	100%	41,189
Volunteer services			19,479	19,479	0%	0
Consultants			52,410	52,410	0%	0
Facilities and General Services (Minor Building Repairs)			18,045	18,045	16%	2,887
TOTALS	22,271,244	212,701	5,620,987	28,104,932	14%	3,987,482
TOTALS BY CATEGORY/CLASS	PROGRAM OPERATIONS	T&TA	NON FEDERAL	TOTAL BUDGET	ADMIN %	ADMIN \$
SALARIES	3,908,181	0	52,204	3,960,385	23%	918,033
FRINGE	1,526,925	0	15,428	1,542,353	23%	355,633
TRAVEL (Prior approval and supporting documents)	15,000	0	0	15,000	25%	3,750
EQUIPMENT (Prior Approval and supporting documents)	0	0	0	0	0%	0
SUPPLIES	66,653	0	0	66,653	12%	8,151
CONTRACTUAL	16,526,059	135,650	5,422,232	22,083,941	12%	2,613,435
OTHER	228,426	77,051	131,123	436,600	20%	88,479
TOTALS	22,271,244	212,701	5,620,987	28,104,932	14%	3,987,482

**2017-18 Head Start Program
February 1, 2017-January 31, 2018**

REVENUES:		Original Ordinance Budget
4501100 Grants Federal - Operating	\$	22,483,945
Subtotal Grant	\$	22,483,945
 6500000 In Kind Revenue	 \$	 5,620,987
Subtotal (In Kind)	\$	5,620,987
TOTAL REVENUES	\$	28,104,932

APPROPRIATIONS:

13800000xxxx 2017 Head Start COSA		Original Ordinance Budget
5101010 Regular Salaries	\$	3,908,181
5101050 Language Skill Pay		15,600
5103005 FICA & Medicare Expense		298,977
5103010 Life Insurance		3,908
5103035 Personal Leave Buy Back		30,000
5103056 Transportation Allowance		1,080
5103105 Cell Phone Reimbursement		2,400
5105010 Retirement Exp		425,602
5170040 Civln Actv Healthcr		749,358
5202010 Temporary Services		25,663
5201040 Fees to Prof. Contractors		36,000
5202020 Contractual Services - COSA		108,000
5203040 Adv and Publications		5,000
5203050 Membership Dues		-
5203060 Binding & Printing		20,000
5203070 Subs to Publications		2,000
5203090 Transportation Fees		12,000
5204010 Linen&Laundry		100
5204020 Maint & Rep-Comrcl		100
5204050 Maintenance -Buildings		48,779
5204090 Maint & Rep - Automotive		1,000
5205010 Mail and Parcel Post		200
5205020 Rental of Office Equipment		15,929
5207010 Official Travel (out of town)		15,000

5208530 Alarm and Security Services	45,079
5301020 M&R Parts Automotive	500
5302010 Office Supplies	32,605
5304010 Food	20,000
5304075 Computer Software	32,048
5304080 Other Commodities	-
5403040 Cellular Phone Service	13,000
5403060 Domain Names	200
5403510 Wireless Data Communications	6,400
5403545 Motor Fuel and Lubricants	300
5404520 Software Licenses	-
5404530 Gas and Electricity	28,834
5404540 Water and Sewer	6,505
5407032 DW Other	2,500
5501000 Cap <5000 - Computer Equipment	-
5501055 Cap <5000 - Mach & Equip Other	2,000
5501065 Cap <5000 - Furniture & Fix	-
	<hr/>
	\$ 5,914,848

13800000xxxx 2017 Head Start COSA - T&TA

5201025 Education - Classes	\$ 77,051
5201040 Fees to Prof. Contractors	\$ 135,650
Total 13800000xxxx	<hr/> \$ 212,701

13800000xxxx 2017 Head Start - Edgewood ISD-Education

5202020 Contractual Services	\$ 4,171,411
Total 13800000xxxx	<hr/> \$ 4,171,411

13800000xxxx 2017 Head Start - San Antonio ISD-Education

5202020 Contractual Services	\$ 12,053,245
Total 13800000xxxx	<hr/> \$ 12,053,245

13800000xxxx 2017 Head Start - Support Services

5202020 Contractual Services-UHS	\$ 20,000
5202020 Contractual Services-Metro Health	\$ 111,740
	<hr/>
	\$ 131,740

13800000xxxx 2017 Head Start - In Kind

6602025 In Kind Other Contractual	\$ 5,620,987
Total 13800000xxxx	<hr/> \$ 5,620,987

TOTAL APPROPRIATIONS	<hr/> <hr/> \$ 28,104,932
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**HEAD START PROGRAM
FEBRUARY 1,2017 to JANUARY 31,2018
PERSONNEL COMPLEMENT**

Positions 13800000xxxx 2017-2018 HEAD START COSA	Job Class	Current Number of Positions	Add/Delete	Budget FY 2017 Positions
ADMINISTRATIVE ASSISTANT I	0040	2		2
ADMINISTRATIVE ASSISTANT II	0041	0	1	1
MANAGEMENT ANALYST	0046	12	2	14
SPECIAL PROJECTS MANAGER	0866	3		3
SENIOR MANAGEMENT ANALYST	0999	6		6
HEAD START PROGRAM ADMINISTRATOR	2187	1		1
FISCAL MANAGER	2216	1		1
FISCAL ANALYST	2218	1		1
ACCOUNTANT	2220	1		1
FAMILY SUPPORT COORDINATOR	2290	1		1
FAMILY SUPPORT SUPERVISOR	2289	5		5
FAMILY SUPPORT WORKER	2283	57	(1)	56
CASE AIDE	0985	2		2
13800000xxxx 2017-2018 HEAD START COSA		92	2	94
TOTAL POSITIONS FOR HEAD START PROGRAM		92	2	94

* Not new positions, 3 positions being moved from Early Head Start-Childcare Partner program to Head Start.

Application for Federal Assistance SF-424

* 1. Type of Submission:		* 2. Type of Application:		* If Revision, select appropriate letter(s):	
<input type="checkbox"/> Preapplication		<input type="checkbox"/> New		<input type="text"/>	
<input checked="" type="checkbox"/> Application		<input checked="" type="checkbox"/> Continuation		* Other (Specify):	
<input type="checkbox"/> Changed/Corrected Application		<input type="checkbox"/> Revision		<input type="text"/>	
* 3. Date Received:		4. Applicant Identifier:			
<input type="text"/>		06CH7074			
5a. Federal Entity Identifier:			5b. Federal Award Identifier:		
N/A			06CH7074		
State Use Only:					
6. Date Received by State:		7. State Application Identifier:			
<input type="text"/>		<input type="text"/>			
8. APPLICANT INFORMATION:					
* a. Legal Name: SAN ANTONIO, CITY OF					
* b. Employer/Taxpayer Identification Number (EIN/TIN):			* c. Organizational DUNS:		
7460022070			066428400		
d. Address:					
* Street1:	106 S Saint Marys St				
Street2:	Ste 700				
* City:	San Antonio				
County/Parish:	Bexar County				
* State:	TX: Texas				
Province:	<input type="text"/>				
* Country:	USA: UNITED STATES				
* Zip / Postal Code:	78205-3603				
e. Organizational Unit:					
Department Name:			Division Name:		
Department of Human Services			Head Start		
f. Name and contact information of person to be contacted on matters involving this application:					
Prefix:	Ms.	* First Name:	Mikel		
Middle Name:	<input type="text"/>				
* Last Name:	Brightman				
Suffix:	<input type="text"/>				
Title:	Head Start Administrator				
Organizational Affiliation:					
City of San Antonio					
* Telephone Number:	(210) 206-5569	Fax Number:	(210) 206-5501		
* Email:	mikel.brightman@sanantonio.gov				

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

ACF-Head Start

11. Catalog of Federal Domestic Assistance Number:

93.600

CFDA Title:

Head Start

*** 12. Funding Opportunity Number:**

eGrants-N/A

* Title:

N/A

13. Competition Identification Number:

Not Applicable

Title:

Not Applicable

14. Areas Affected by Project (Cities, Counties, States, etc.):

City of San Antonio Texas, Edgewood ISD, Sa

*** 15. Descriptive Title of Applicant's Project:**

Head Start services for 3,020 children in Edgewood ISD and San Antonio ISD.

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="22,483,945"/>
* b. Applicant	<input type="text" value="5,620,987"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text" value="0"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="28,104,932"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed: